

Explanation of Form

During the course of the project, revisions to the Project Budget may be necessary. All such revisions require DHCD's prior written approval. A budget revision must include the following:

- The Chief Administrative Official who executed the CDBG Grant Agreement sends a letter to DHCD requesting the Budget Revision and explaining why it is necessary and how it impacts the contract's benefits and products;
- The proposed revised Project Budget that reflects the desired changes and is signed by the Official. See Appendix 3 for a copy of the project budget form; and
- A completed *Budget Revision Worksheet* as shown on the next page.
 - The Grant Administrator must modify the form's Budget Line Item column so it shows the same activities and line items as found on the current and proposed Project Budget; and
 - The remaining columns must show all proposed changes to the CDBG and non-CDBG budgets.



Call your DHCD Community Representative if you desire an Excel copy of the worksheet.

- After DHCD reviews the proposed revised Project Budget, it will send to the Grantee its concurrence or a request for additional information.
- Once approved, the Grantee must place a copy of all of the paperwork in the Grantee's Grant Administration project file.

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